

REQUEST FOR COUNCIL ACTION

SUBJECT: Amending the salary schedule for City employees for fiscal year 2014-2015.

SUMMARY: Staff has proposed to update the Salary Schedule to reflect some recent changes.

**FISCAL
IMPACT:** The fiscal impact for these personnel changes was reflected in the recently approved budget for fiscal year 2014-2015.

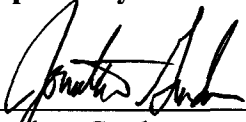
STAFF RECOMMENDATION:

Staff recommends approval of the proposed Resolution amending the Salary Schedule for City employees for fiscal year 2014-2015.


MOTION RECOMMENDED:

"I move to adopt Resolution 14- 132 , amending the Salary Schedule for fiscal year 2014-2015."

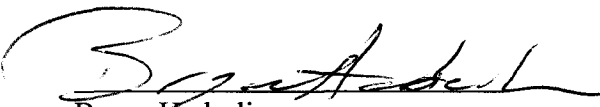
Prepared by:


Jonathan Gardner
Human Resource Manager

Recommended by:


Richard L. Davis
City Manager

Reviewed by:


Bryce Haderlie
Assistant City Manager

DISCUSSION:

The changes on the salary schedule are a reflection of past decisions of the Council.

The Fleet Manager, Administrative Assistant II in Fleet, Director of Parks, Civil Engineer II, Financial Analyst, Police Technology Specialist, Apprentice Electrician, Civil Litigator, two Water System Operator II, Wastewater Construction Technician III and I, and two Stormwater Operator positions are all full-time “green sheet” positions that were approved as part of the current fiscal year budget.

The part-time Administrative Assistant I position in the City Attorney Department and the part-time Development Technician position are being moved to full-time positions as approved by Council as part of the current fiscal year budget.

The part-time Real Property Agent position in the City Attorney Department was eliminated as part of the process in adding the Civil Litigator position.

The Executive Assistant to the Mayor and Seasonal Laborer in Finance are part-time “green-sheet” positions that were approved as part of the current fiscal year budget.

The Deputy Public Works Director position has been discussed but has yet to be funded.

The four Seasonal Laborers and two Lead Seasonal Laborers were approved in 2013 as part of ‘Council Goal #4 – Public Space and Graffiti Abatement’ and are now being reflected in the salary schedule.

The wage increase for Seasonal Laborers was approved by Council effective 3/26/14 and is now being reflected in the salary schedule.

The P/T Contract Administrator in Capital Projects was previously approved as a 3/4-time position in the budget and that is reflected in this revision.

In Council Meeting on 5/28/14, the Mayor and Council approved changing one Administrative Assistant II position, one Administrative Assistant I position and a Community Service Officer position to Police Records Technician positions. Those changes are reflected in this revision.

THE CITY OF WEST JORDAN, UTAH
A Municipal Corporation
RESOLUTION NO. 14-132

A RESOLUTION OF THE CITY OF WEST JORDAN
AMENDING THE SALARY SCHEDULE FOR CITY EMPLOYEES

WHEREAS, the City of West Jordan Municipal Code 1-9-5A outlines the personnel procedures and employee compensation system; and

WHEREAS, the City Council establishes annually the approved full and part time positions in all City Departments, and designates their respective pay ranges; and

WHEREAS, there has been the need to amend the previously approved salary schedule;

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH:

Section 1. The City Council of the City of West Jordan hereby approves the amended salary schedule and compensation plan for all officers and employees in all classifications of employment provided in this resolution.

Section 2. That said updated classification and salary schedule are hereby incorporated and attached to this resolution;

Section 3. That said updated salary schedule and compensation plan shall be effective 07/30/14.

Department or Division	Approved Positions	February 14, 2014		July 30, 2014		Pay		
		F/T	PT	F/T	PT	Range	Min	Max
Elected Officials	Mayor	0	1	0	1			\$60,000/yr.
	City Council	0	6	0	6			\$9,776/yr.
	TOTAL	0	7	0	7			
City Manager	City Manager	1	0	1	0	contract		\$69.55
	Assistant City Manager	1	0	1	0	90	\$48.15	\$63.66
	Econ./Dev. Assistance Mgr	1	0	1	0	75	\$33.24	\$43.95
	Assistant to the City Mgr.	2	0	2	0	61	\$23.53	\$31.11
	Development Coordinator	2	0	2	0	53	\$19.31	\$25.53
	Temporary Admin. Analyst	0	1	0	1		\$9.00	\$10.00
	TOTAL	7	1	7	1			
City Clerk	City Clerk/Recorder	1	0	1	0	75	\$33.24	\$43.95
	Sr Executive Assistant	1	0	1	0	55	\$20.29	\$26.81
	Executive Assistant to the Mayor *	0	0	0	1	53	\$19.31	\$25.53
	Deputy City Clerk/Recorder	2	0	2	0	53	\$19.31	\$25.53
	TOTAL	4	0	4	1			
Economic Development	Economic Development Director	1	0	1	0	84	\$41.51	\$54.87
	TOTAL	1	0	1	0			

City Attorney

City Attorney	1	0	1	0	88	\$45.83	\$60.58
Civil Litigator *	0	0	1	0	81	\$38.55	\$50.97
Deputy City Attorney	3	0	3	0	80	\$37.61	\$49.73
Real Estate Services Manager	1	0	1	0	70	\$29.38	\$38.85
Ord. Enfor. Sprvsr./C.A. Invest.	1	0	1	0	68	\$27.97	\$36.96
Risk Manager	1	0	1	0	66	\$26.62	\$35.18
Assistant City Prosecutor	2	0	2	0	65	\$25.97	\$34.34
Real Property Agent *	0	1	0	0	57	\$21.32	\$28.18
Legal Executive Assistant	1	0	1	0	55	\$20.29	\$26.81
Legal Technician	1	0	1	0	53	\$19.31	\$25.53
Victim Assistance Coordinator	1	0	1	0	51	\$18.38	\$24.30
Legal Assistant	1	0	1	0	47	\$16.65	\$22.01
Code Enforcement Officer	2	0	2	0	45	\$15.85	\$20.95
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.99
DV Victim Coordinator (GRANT)	0	2	0	2	40	\$14.01	\$18.52
Administrative Assistant I *	0	2	1	1	37	\$13.01	\$17.19
TOTAL	16	5	18	3			

City Court

Judge	1	0	1	0	STATE - \$59.06 - eff.07/01/14		
Court Clerk Supervisor	1	0	1	0	54	\$19.79	\$26.16
Court Clerk III	4	0	4	0	47	\$16.65	\$22.01
Court Clerk II	2	0	2	0	43	\$15.09	\$19.94
Court Clerk I	3	0	3	0	39	\$13.67	\$18.07
TOTAL	11	0	11	0			

Administrative Services Department**Finance**

Finance Manager/Controller	1	0	1	0	77	\$34.93	\$46.18
City Treasurer	1	0	1	0	74	\$32.43	\$42.87
Budget Officer	1	0	1	0	74	\$32.43	\$42.87
Accountant	2	0	2	0	74	\$32.43	\$42.87
Purchasing Agent	1	0	1	0	61	\$23.53	\$31.11
Financial Analyst *	0	0	1	0	58	\$21.85	\$28.88
Sr. Executive Assistant	1	0	1	0	55	\$20.29	\$26.81
Business License Coordinator	1	0	1	0	53	\$19.31	\$25.53
Accounting Technician	1	0	1	0	53	\$19.31	\$25.53
Utilities Rep II	1	0	1	0	51	\$18.38	\$24.30
Utilities Rep I	2	0	2	0	47	\$16.65	\$22.01
Customer Service Rep II	4	0	4	0	47	\$16.65	\$22.01
Lead Utility Service Tech	1	0	1	0	46	\$16.25	\$21.47
Utility Service Technician	1	0	1	0	40	\$14.01	\$18.52
Seasonal Utility Laborer *	0	1	0	2			\$10.50
TOTAL	18	1	19	2			

Information Technology

I.T. Manager	1	0	1	0	79	\$36.70	\$48.51
Sr. I.T. Systems Administrator	1	0	1	0	70	\$29.38	\$38.85
I.T. Operations Manager	1	0	1	0	70	\$29.38	\$38.85
Senior PC Specialist	2	0	2	0	59	\$22.39	\$29.60
PC Specialist	1	0	1	0	53	\$19.31	\$25.53
Help Desk Technician	1	0	1	0	51	\$18.38	\$24.30
TOTAL	7	0	7	0			

Human Resources

Human Resource Manager	1	0	1	0	74	\$32.43	\$42.87
Sr. Human Resource Generalist	1	0	1	0	67	\$27.29	\$36.07
Human Resource Specialist	1	0	1	0	58	\$21.85	\$28.88
Human Resource Technician	1	0	1	0	53	\$19.31	\$25.53
Administrative Assistant I	0	1	0	1	37	\$13.01	\$17.19
TOTAL	4	1	4	1			

Community Affairs

Events Coordinator	1	0	1	0	61	\$23.53	\$31.11
Communications Manager	1	0	1	0	61	\$23.53	\$31.11
Volunteer Services Coordinator	0	1	0	1	49	\$17.49	\$23.13
TOTAL	2	1	2	1			

Internal Services**Facilities**

CIP/Facilities Project Manager	1	0	1	0	72	\$30.87	\$40.81
Facilities Maint. Supervisor	1	0	1	0	59	\$22.39	\$29.60
Sr Fac Maint Technician	1	0	1	0	53	\$19.31	\$25.53
Facilities Maint. Technician III	1	0	1	0	49	\$17.49	\$23.13
Facilities Maint. Technician II	1	0	1	0	45	\$15.85	\$20.95
Facilities Maint. Technician I	1	0	1	0	41	\$14.36	\$18.99
TOTAL	6	0	6	0			

Fleet Maintenance

Fleet Manager *	0	0	1	0	64	\$25.34	\$33.50
Lead Fleet Mechanic	1	0	1	0	57	\$21.32	\$28.18
Fleet Mechanic	4	0	4	0	55	\$20.29	\$26.81
Fleet Service Technician	1	0	1	0	41	\$14.36	\$18.99
Administrative Assistant II *	0	0	1	0	41	\$14.36	\$18.99
TOTAL	6	0	8	0			

Police

Police Chief	1	0	1	0	87	\$44.71	\$59.11
Deputy Police Chief	2	0	2	0	81	\$38.55	\$50.97
Police Lieutenant	6	0	6	0	74	\$32.43	\$42.87
Police Sergeant III (Master)	6	0	6	0	68	\$27.97	\$36.96
Police Sergeant (Basic)	8	0	8	0	65	\$25.97	\$34.34
Police Officer III	19	0	19	0	59	\$22.39	\$29.60
Police Officer II	27	0	27	0	55	\$20.29	\$26.81
Police Officer I	42	0	42	0	53	\$19.31	\$25.53
Background Investigator	Position Filled As Needed		Position Filled As Needed		53	\$19.31	\$25.53
Executive Assistant	1	0	1	0	53	\$19.31	\$25.53
Administrative Assistant II *	1	0	0	0	41	\$14.36	\$18.99
Administrative Assistant I *	1	0	0	0	37	\$13.01	\$17.19
Police Records Supervisor	1	0	1	0	54	\$19.79	\$26.16
Police Records Technician III	2	0	2	0	47	\$16.65	\$22.01
Police Records Technician II *	1	1	2	1	43	\$15.09	\$19.94
Police Records Technician I *	4	4	6	4	39	\$13.67	\$18.07
Community Service Officer *	7	0	6	0	45	\$15.85	\$20.95
Crime Prevention Specialist	2	0	2	0	51	\$18.38	\$24.30
Evidence Custodian	1	1	1	1	51	\$18.38	\$24.30
Crime Scene Technican II	1	0	1	0	51	\$18.38	\$24.30
Crime Scene Technican I	1	0	1	0	47	\$16.65	\$22.01
Police Technology Specialist *	0	0	1	0	52	\$18.81	\$24.90
Crime Analyst	1	0	1	0	52	\$18.84	\$24.90
Crossing Guard Supervisor	1	0	1	0	51	\$18.38	\$24.30
Crossing Guard	0	87	0	87		\$5.85	\$8.00
Animal Services Manager	1	0	1	0	61	\$23.53	\$31.11
Animal Control Officer II	4	0	4	0	45	\$15.85	\$20.95
Animal Control Rec Tech II	1	0	1	0	43	\$15.09	\$19.94
Animal Control Officer I	2	0	2	0	41	\$14.36	\$18.99
Animal Control Rec Tech I	1	1	1	1	39	\$13.67	\$18.07
TOTAL	145	94	146	94			

Fire

Fire Chief	1	0	1	0	87	\$44.71	\$59.11
Deputy Fire Chief	2	0	2	0	81	\$38.55	\$50.97
Battalion Chief	3	0	3	0	74	\$32.43	\$42.87
Fire Captain	15	0	15	0	65	\$25.97	\$34.34
Paramedic	37	0	37	0	61	\$23.53	\$31.11
Fire Engineer	12	0	12	0	57	\$21.32	\$28.18
Firefighter	12	0	12	0	53	\$19.31	\$25.53
Executive Assistant	1	0	1	0	53	\$19.31	\$25.53
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.99
Administrative Assistant I	1	0	1	0	37	\$13.01	\$17.19
TOTAL	85	0	85	0			
Firefighter					53-F	\$14.62	\$19.33
Fire Engineer					57-F	\$16.14	\$21.34
Paramedic Special Assignment					61-F	\$17.81	\$23.55
Fire Captain					65-F	\$19.66	\$25.99
Battalion Chief					74-F	\$23.23	\$30.71

Development

Development Director	1	0	1	0	87	\$44.71	\$59.11
City Planner	1	0	1	0	75	\$33.24	\$43.95
CDBG/Grants Acquisition Coord.	1	0	1	0	72	\$30.87	\$40.81
Senior Planner	2	0	2	0	67	\$27.29	\$36.07
Associate Planner	1	0	1	0	61	\$23.53	\$31.11
Development Coordinator	0	0	0	0	53	\$19.31	\$25.53
Executive Assistant	1	0	1	0	53	\$19.31	\$25.53
Development Technician *	0	1	1	0	41	\$14.36	\$18.99
TOTAL	7	1	8	0			

Building & Safety

Building Official	1	0	1	0	72	\$30.87	\$40.81
Comb. Inspection Supervisor	1	0	1	0	67	\$27.29	\$36.07
Senior Plans Examiner	1	0	1	0	67	\$27.29	\$36.07
Plans Examiner	1	0	1	0	62	\$24.12	\$31.88
Combination Inspector III	1	0	1	0	61	\$23.53	\$31.11
Combination Inspector II	1	0	1	0	57	\$21.32	\$28.18
Permit Technician	1	0	1	0	44	\$15.46	\$20.44
Administrative Assistant II	0	2	0	2	41	\$14.36	\$18.99
TOTAL	7	2	7	2			

Public Works Department**Administration**

Public Works Director	1	0	1	0	87	\$44.71	\$59.11
Deputy Public Works Director *	0	0	1	0	81	\$38.55	\$50.97
Executive Assistant	1	0	1	0	53	\$19.31	\$25.53
Purchasing Technician	1	0	1	0	47	\$16.65	\$22.01
TOTAL	3	0	4	0			

G.I.S. Technical Support

GIS Administrator	1	0	1	0	66	\$26.62	\$35.18
GIS Specialist II	2	0	2	0	56	\$20.80	\$27.49
Engineering Assistant	1	0	1	0	56	\$20.80	\$27.49
	4	0	4	0			

Development Review

City Engineer	1	0	1	0	77	\$34.93	\$46.18
Traffic Engineer	1	0	1	0	71	\$30.12	\$39.81
Engineering Inspection Supvr	1	0	1	0	67	\$27.29	\$36.07
Civil Engineer I (EIT)	1	0	1	0	57	\$21.32	\$28.18
Engineer Inspector III	1	0	1	0	61	\$23.53	\$31.11
Engineer Inspector II	1	0	1	0	57	\$21.32	\$28.18
Engineer Inspector I	1	0	1	0	53	\$19.31	\$25.53
Administrative Assistant II	0	1	0	1	41	\$14.36	\$18.99
TOTAL	7	1	7	1			

Capital Projects

Engineer Mgr/ Capital Proj.	1	0	1	0	77	\$34.93	\$46.18
Engineer Mgr/ Utilities	1	0	1	0	77	\$34.93	\$46.18
Civil Engineer III	2	0	2	0	65	\$25.97	\$34.34
Civil Engineer II *	0	0	1	0	61	\$23.53	\$31.11
Contract Administrator *	0	1	1	0	58	\$21.85	\$28.88
Engineering Inspector I	1	0	1	0	53	\$19.31	\$25.53
TOTAL	5	1	7	0			

Public Works: Public Services and Utilities**Administration**

Utilities Manager	1	0	1	0	77	\$34.93	\$46.18
Public Services Manager	1	0	1	0	72	\$30.87	\$40.81
Utilities Superintendent	1	0	1	0	70	\$29.38	\$38.85
Administrative Assistant III	1	0	1	0	47	\$16.65	\$22.01
TOTAL	4	0	4	0			

Water

Water Operations Crew Supv	1	0	1	0	63	\$24.72	\$32.68
Water Const. Crew Supvr	1	0	1	0	61	\$23.53	\$31.11
Water System Operator IV	7	0	7	0	57	\$21.32	\$28.18
Water System Operator III	2	0	2	0	53	\$19.31	\$25.53
Water System Operator II *	1	0	3	0	47	\$16.65	\$22.01
Water System Operator I	2	0	2	0	45	\$15.85	\$20.95
Commercial Water Meter Tech	1	0	1	0	52	\$18.84	\$24.90
Water Const. Tech III	1	0	1	0	52	\$18.84	\$54.90
Water Const. Tech II	1	0	1	0	46	\$16.25	\$21.47
Water Const. Tech I	1	0	1	0	42	\$14.72	\$19.45
TOTAL	18	0	20	0			

Wastewater

Wastewater Ops Crew Supv	1	0	1	0	63	\$24.72	\$32.68
Wastewater System Opr IV	2	0	2	0	57	\$21.32	\$28.18
Wastewater System Opr III	2	0	2	0	53	\$19.31	\$25.53
Wastewater System Opr II	1	0	1	0	47	\$16.65	\$22.01
Wastewater System Opr I	1	0	1	0	45	\$15.85	\$20.95
Wastewater Const. Crew Supv	1	0	1	0	61	\$23.53	\$31.11
Wastewater Const. Tech III *	2	0	3	0	52	\$18.84	\$24.90
Wastewater Const. Tech I *	0	0	1	0	42	\$14.72	\$19.45
Seasonal Laborer *	0	1	0	1			\$10.50
TOTAL	10	1	12	1			

Stormwater

Stormwater Crew Supervisor	1	0	1	0	58	\$21.85	\$28.88
Stormwater Inspector	1	0	1	0	57	\$21.32	\$28.18
Stormwater Operator *	2	0	4	0	45	\$15.85	\$20.95
TOTAL	4	0	6	0			

Streets

Street Superintendent	1	0	1	0	68	\$27.97	\$36.96
Street Maintenance Crew Supv	3	0	3	0	58	\$21.85	\$28.88
Electrician	1	0	1	0	57	\$21.32	\$28.18
Apprentice Electrician *	0	0	1	0	50	\$17.93	\$23.71
Heavy Equipment Operator	2	0	2	0	53	\$19.31	\$25.53
Equipment Operator	1	0	1	0	49	\$17.49	\$23.13
Sweeper Operator	3	0	3	0	49	\$17.49	\$23.13
Traffic Sign Technician	1	0	1	0	49	\$17.49	\$23.13
Street Maintenance Worker III	6	0	6	0	49	\$17.49	\$23.13
Street Maintenance Worker II	1	0	1	0	45	\$15.85	\$20.95
Street Maintenance Worker I	5	0	5	0	41	\$14.36	\$18.99
Seasonal Laborer *	0	2	0	2			\$10.50
TOTAL	24	2	25	2			

Solid Waste	Street Maintenance Worker I	1	1	1	1	41	\$14.36	\$18.99
	TOTAL	1	1	1	1			
Parks	Director of Parks *	0	0	1	0	77	\$34.93	\$46.18
	Parks Superintendent	1	0	1	0	68	\$27.97	\$36.96
	Urban Forester	1	0	1	0	61	\$23.53	\$31.11
	Cemetery Sexton	1	0	1	0	53	\$19.31	\$25.53
	Park Maintenance Crew Supv	4	0	4	0	53	\$19.31	\$25.53
	Parks Irrigation Specialist	2	0	2	0	45	\$15.85	\$20.95
	Park Maintenance Worker II	1	0	1	0	41	\$14.36	\$18.99
	Parks Maintenance Worker I	5	0	5	0	37	\$13.01	\$17.19
	Lead Seasonal Laborer *	0	3	0	5			\$12.50
	Seasonal Laborer *	0	25	0	29			\$10.50
	TOTAL	15	28	16	34			

TOTAL AUTHORIZED POSITIONS:

TOTAL CITY EMPLOYEES			
2/12/2014		7/30/2014	
FT	PT	FT	PT
421	147	439	151

1. Position Additions

Full-Time Additions

A Fleet Manager position, Range 64 was added to Fleet
 An Administrative Assistant II position, Range 41 was added to Fleet.
 A Deputy Public Works Director position, Range 81 was added to Public Works. This position has yet to be funded.
 A Director of Parks position, Range 77 was added to the newly created Parks Department
 A Civil Engineer II position, Range 61 was added to the Capital Projects Division of Public Works
 A Financial Analyst position, Range 58 was added to Finance
 A Police Technology Specialist position, Range 52 was added to Police
 An Apprentice Electrician position, Range 50 was added to the Streets division of Public Works
 A Civil Litigator position, Range 81 was added to the City Attorney Department
 Two Water System Operator II positions, Range 47 were added to the Water division of Public Works
 A Wastewater Construction Technician III position, Range 52 was added to the Wastewater division of Public Works
 A Wastewater Construction Technician I position, Range 42 was added to the Wastewater division of Public Works
 Two Stormwater Operator positions, Range 45 were added to the Stormwater division of Public Works

Part-Time Additions

Four Seasonal Laborers were added to the Parks Department in 2013 as part of Council Goal #4 'Public Space and Graffiti Abatement'
 Two Lead Seasonal Laborers in the Parks Department were also added as part of Council Goal #4
 A P/T Executive Assistant to the Mayor position, Range 53 was added to the City Clerk Department
 A Seasonal Laborer position was added to Finance

2. Position Eliminations

The P/T Real Property Agent position in the City Attorney's Office was eliminated

Res.
14-132

3. Miscellaneous Changes

Council approved a wage increase for Seasonal Laborers effective 3/26/14, and that increase is reflected in this revision
The P/T Contract Admin. in Capital Projects was previously approved as a 3/4 position in the budget and that is reflected in this revision
An Admin. Assistant II position, Range 41 in Police was changed to a Police Records Tech. II position, Range 43 (5/28/14 Council Meeting)
An Admin. Assistant I position, Range 37 in Police was changed to a Police Records Tech. I position, Range 39 (5/28/14 Council Meeting)
A Community Svc. Officer position, Range 45 in Police was changed to a Police Records Tech. I position, Range 39 (5/28/14 Council Mtg.)
A P/T Admin. Assistant I position, Range 37 in the City Attorney Department was changed to a F/T position
A P/T Development Technician position, Range 41 in Development was changed to a F/T position

Adopted by the City of Council of West Jordan, Utah, this Wednesday, July 30, 2014.

ATTEST:

KIM V. ROLFE
Mayor

MELANIE S. BRIGGS, MMC
City Clerk

Voting by the City Council:	"AYE"	"NAY"
Jeff Haaga	_____	_____
Judy Hansen	_____	_____
Chris McConnehey	_____	_____
Chad Nichols	_____	_____
Ben Southworth	_____	_____
Justin D. Stoker	_____	_____
Mayor Kim V. Rolfe	_____	_____